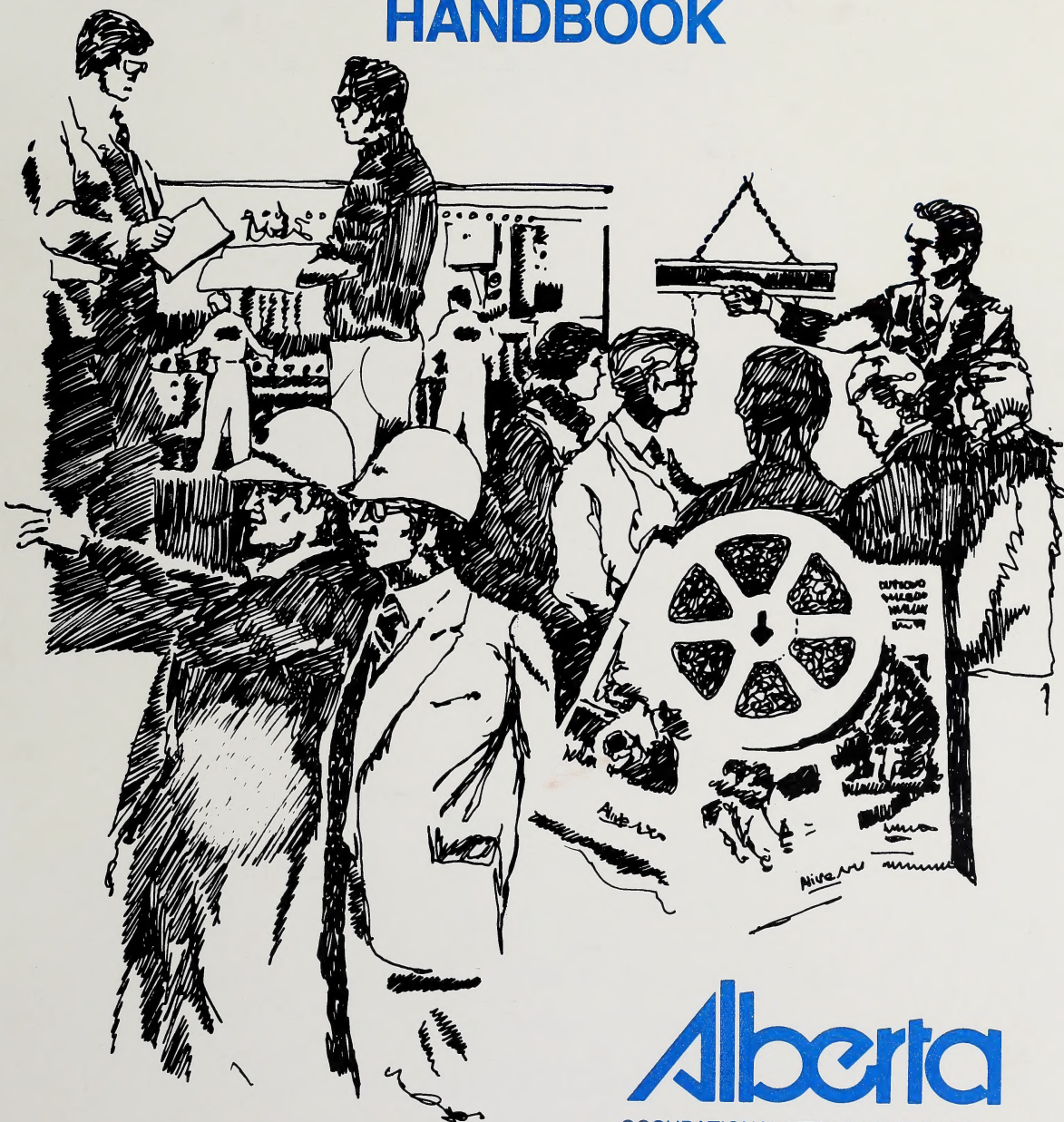


AL. 2. 1990-60

JOINT WORK SITE HEALTH and SAFETY COMMITTEE

HANDBOOK



Alberta

OCCUPATIONAL HEALTH AND SAFETY

JOINT WORK SITE HEALTH and SAFETY COMMITTEE

HANDBOOK

CONTENTS

1. Introduction

- 1.1 What is a Joint Work Site Health and Safety Committee?
- 1.2 Purpose of this Handbook

2. Responsibilities of a Joint Work Site Health and Safety Committee

3. Ways of Identifying Hazards

- 3.1 Health Hazards
- 3.2 Daily Concerns
- 3.3 Inspections
- 3.4 Accident Reports

4. Response to Hazards

- 4.1 Maintenance Problems
- 4.2 Unsafe Work Habits
- 4.3 Difficult to Solve Hazards

5. Conduct of Meetings

- 5.1 Preparation
- 5.2 Minutes
- 5.3 Review of Previous Business
- 5.4 New Concerns
- 5.5 Accident Review
- 5.6 Training and Education

6. Some Special Problems

- 6.1 Safety Rules
- 6.2 Carelessness

JOINT WORK SITE HEALTH AND SAFETY COMMITTEE HANDBOOK

1. PURPOSE

1.1 OBJECTIVE

The purpose of this handbook is to provide a clear and concise guide to the Joint Work Site Health and Safety Committee (JWSC) for all employees and management.

The JWSC is a committee established to monitor and improve the health and safety of all employees working on the site.

1.2 SCOPE

- 1.2.1 All employees working on the site.
- 1.2.2 All management staff.
- 1.2.3 All contractors and subcontractors.

1.3 RESPONSIBILITIES

- 1.3.1 Management: To ensure the JWSC is properly resourced and supported.
- 1.3.2 Employees: To participate in the JWSC and report any health and safety concerns.
- 1.3.3 Contractors: To ensure their work does not compromise the health and safety of the site.

1.4 DEFINITIONS

- 1.4.1 JWSC: Joint Work Site Health and Safety Committee.
- 1.4.2 Management: All senior staff responsible for the site.
- 1.4.3 Employees: All staff working on the site.
- 1.4.4 Contractors: All external organisations working on the site.
- 1.4.5 Subcontractors: All external organisations working on the site.

2. JWSC STRUCTURE

- 2.1 Chairperson
- 2.2 Members

1. INTRODUCTION

1.1 What is a Joint Work Site Health & Safety Committee?

A joint work site health and safety committee is a group of worker and employer representatives working together to identify and solve health and safety problems at the work site.

The committee is really an important communication link between the workers and management. Getting the employees actively involved can create and maintain interest in health and safety, as well as establish positive attitudes throughout the work force. An effective joint work site health and safety committee can assist in the reduction of losses resulting from accidents and occupational illness.

Every member of a committee should become familiar with the Regulations and Guidelines for Joint Work Site Health and Safety Committees as well as Section 25 of the Occupational Health and Safety Act. These documents describe the responsibilities and organization of committees at work sites designated by Ministerial Order.

Committees established at non-designated work sites run under broad, flexible guidelines rather than the legislation mentioned above, but their make up and methods of operating are basically the same as those designated by Ministerial Order. In both types of committee, the chairmanship is shared equally by co-chairmen selected by the employer and worker representatives. The co-chairmen also take turns chairing the meetings of the joint work site health and safety committee.

To be successful, the committee has to operate in an atmosphere of co-operation, avoiding the adversary system. The members should bear in mind that their committee is not a policy making body and that the normal divisions of authority at the work site are not to be violated. Recommendations and suggestions are expected from the committee and management must give each concern careful consideration.

Many health and safety concerns can be resolved immediately in the course of daily work. Those that are not resolved should be dealt with by the joint work site health and safety committee. Through the minutes of each meeting, posted at the work site, the committee can ensure every problem is brought into view, and kept in view until a satisfactory solution has been found.

1.2 Purpose of This Handbook

This handbook describes procedures that have proved successful for resolving problems in joint work site health and safety committee activities.

In the daily exercise of their duties, committee members are frequently exposed to the problem of determining how things are best done. For example, how should a committee member who sees a worker taking a risk react, or how should the committee proceed if a recommendation receives no action?

Guidance in handling these problems is provided in this handbook, based on the opinions and experience of individual managers, workers and committee members at several work sites. Refer to this handbook whenever a problem is encountered.

2. RESPONSIBILITIES OF A JOINT WORK SITE HEALTH AND SAFETY COMMITTEE

2.1 **No worker, supervisor, manager or employer can hold the committee responsible for unsafe or unhealthy situations. The committee is responsible for recommending how health and safety problems might be solved, not for carrying out the necessary changes.**

A frequent problem for joint work site health and safety committees is a tendency for others to expect to shift all responsibility for health and safety on to the shoulders of the committee members. This must not be done. Under Alberta law, every worker is held personally responsible to work with regard for the health and safety of himself and others. Every supervisor and manager is obligated to take reasonable steps to ensure the health and safety of their workers. Every employer must do the same.

While management has the ultimate responsibility for occupational health and safety at the work site, it may delegate authority to the joint work site health and safety committee, but at no time should the committee take action on its own.

The responsibilities of a joint work site health and safety committee are to:

- a) Identify unhealthy or unsafe situations at the work site.
- b) Recommend corrective action.
- c) Ensure that health and safety education programs are established and maintained at the work site.

3. WAYS OF IDENTIFYING HAZARDS

3.1 Health Hazards

Because health hazards seldom show an immediate injury, they are frequently overlooked by worker and employer alike. Committee members must make a special effort to learn how health is being affected by working conditions, and continually be on the lookout for toxic material, vapours, noise, and work practices causing unnecessary stress.

Most dangerous equipment and work habits can be immediately recognized on sight, while dangers to health remain unnoticed.

The occupational health and safety challenge of today's society is to bring the same level of concern and skill to removing health hazards that we possess in dealing with mechanical hazards. After all, loss of hearing is as serious as losing an arm. Similarly, to develop stomach cancer is as fatal as to stumble into an elevator shaft.

Committee members can meet the challenge in several ways, for example by taking every opportunity to read occupational health bulletins. They should also obtain health data on every chemical, resin, solvent, powder, liquid or gas used at the site. They may discuss health matters with hygienists and medical personnel from Alberta Occupational Health and Safety.

During work site inspections, committee members should pay particular attention to health hazards. Keep in mind the following questions:

- What dusts or vapours are in the air?
- Are there containers of chemicals?
- Is there excessive noise?
- What work operations require repeated awkward movements, such as bending or reaching, or operating a badly placed foot-pedal?

If there is the least concern that something may not be right, it should be discussed by the committee. Further help in identifying or correcting the problem can be obtained from Alberta Occupational Health and Safety.

3.2 Daily Concerns

Committee members should respond to any health or safety concern raised by a worker in the course of daily work. Members should then advise the worker what steps are being taken, and continue to keep the worker informed of actual progress.

Health and safety is a responsibility of every person at a site, but all hazards will not be recognized unless every worker becomes involved and is encouraged to report what he sees. They should know who the committee members are.

Members must be ready to listen and understand just what the concern is. If something needs fixing, they must see that the supervisor is informed, and tell the worker when it will be fixed. If the concern is more difficult, and needs discussion by the committee, the worker should be told the committee will deal with the concern at the next meeting. Workers will be encouraged to report their concerns only when they clearly see what action is being taken.

3.3 Inspections

3.3.1 Regular Inspection

Committee members should inspect the work site regularly. This also provides an opportunity to talk to supervisors and workers in order to gain their help in identifying concerns that might otherwise be overlooked.

Not all identifiable hazards will be reported in the course of daily work. People on the job may be too familiar with their immediate surroundings, and see no danger in equipment and work practices that are in fact hazardous. Committee members need to inspect the work site regularly because they can be more skilled in recognizing what is wrong. This is partly because the eye is sharper in unfamiliar surroundings, and partly because members have more knowledge about what is safe. This knowledge can be gained by reading safety bulletins and newsletters, and also by studying the Occupational Health and Safety Regulations. At each meeting, take time to discuss some of the regulations applicable to your particular industry, gradually working through the whole book.

Another reason a worker or supervisor may not report a hazard is that he is not sure it is serious. These hidden concerns will usually come out if members make a point of talking to workers and supervisors during regular inspections.

3.3.2 Carrying Out the Inspection

The work site should be inspected several days prior to each meeting. Members need clipboards, schedules of what to inspect, and a place to meet briefly to prepare the agenda for the upcoming meeting.

Every hazard found during inspection should if possible receive some attention before the committee meeting. Concerns that need simple

correction of housekeeping or maintenance should be referred to management immediately after the inspection. By the time of the meeting, the employer co-chairman should be able to report they have all been corrected. The more difficult health and safety problems found during the inspection should be placed on the agenda for the meeting, and circulated. This should allow time to give some thought to the problems before the meeting.

A small inspection team of two or more members should assemble, each with a clipboard and each assigned to inspect a different area. (As an alternative to dividing the work site into areas, each member may concentrate on one aspect of the whole work site. For example, one member may look at all buildings and fixtures, another at all machinery and equipment, another at all tools and materials. Each alternative has its own advantages and might be tried on different occasions.) To assist in remembering the variety of hazards to be looked for, each member could carry a checklist. If this seems to concentrate attention on maintenance defects and away from the larger problems of defects in designs and procedures, then get rid of the checklists. To ensure worker opinions are canvassed, the committee might consider assigning one member during inspection to talk to workers rather than look for hazards himself.

Whatever allocation of inspection duties is made, all members should still be on the lookout for health hazards and for unsafe work habits.

3.3.3 Handling the Results

Not all concerns found during inspection will necessarily be brought up at the meeting. Maintenance and housekeeping problems should be handed directly to management. The most serious remaining problems should go on the agenda. Anything else that cannot be effectively handled before the next inspection should be carried over.

Following the inspection, the team should meet briefly to review the list of concerns and select those that need consideration by the committee.

- a) First, list those concerns within the immediate responsibility of supervisors, i.e. maintenance and housekeeping (see fig. 1). Take this list directly to management for action.

- b) Select six or eight of the remaining concerns, starting with the most serious, and place them on the agenda for the next committee meeting (see fig. 2). The actual number may vary, but the important thing is not to select more items than can be expected to receive action between meetings. Listing too many items not only guarantees partial failure, it also means the most difficult item is the same one that gets postponed month after month.
- c) Then simply leave the remaining concerns on the inspection list on the clipboard. Watch for each one during the next inspection, and put it on the new list if it is still a concern. There will be room for some of these on the next agenda, unless many more serious new concerns have arisen.

3.4 Accident Reports

As many accident reports as possible should be reviewed by the committee. The causes of accidents frequently reveal health and safety problems. These problems should then be dealt with in the same way as any other concern identified by the committee.

A careful study following any accident will reveal one or more weaknesses in the work process at the time of accident, such as defective equipment, dangerous work practices, missing protective clothing or guards. These defects may be thought of as the direct causes of the accident and the direct causes of the injury.

The committee's interest is not only in the actual correction of each direct cause. The real problem is why were the defects there. What were the **indirect** causes? If a guard was missing it has probably already been corrected, so what the committee must consider is why was it missing? What action can the committee recommend that will help ensure guards are always in place in future? Analyzing the deeper causes of accidents in this way is not easy. It requires patience to find true remedial action for each hidden cause that led to the defects occurring at the scene of the accident.

Wherever possible, the committee should encourage a policy of written investigation of accidents so that the facts can be made available to the committee. The co-chairman would benefit by helping during investigation. Further help in understanding the investigation and review of accidents, including forms for this purpose, is available from Alberta Occupational Health and Safety.

ITEMS FOR SUPERVISORS ATTENTION

Date of Inspection: May 1 /79

Department: Plant No. 1

Date of Next meeting: May 8 /79

Frayed wires on bullmoose chokers

Pile of broken moulds inside east door

Cover off breaker box #2 furnace blower

Several light bulbs dead — various places

Guard off #1 furnace blower

Extension cord damaged lying across shaker aisleway

First aid box almost empty

Fire extinguisher missing off portable welder

Fig. 1 Housekeeping and maintenance list from inspection

J.W.S. Health and Safety Committee

AGENDA

DATE: May 8/79

PLACE:

Supt. Office

TIME: 2 p.m.

CHAIRMAN:

E. Locknacio

-
1. Minutes
 2. Matters arising
 3. New Concerns

Noise from west 25 HP compressor

Should be cage on sand-hopper ladder

Lift-truck access difficult to shaker garbage

Safety toe shoes in shipping

Relocate emergency stop on shell moulder

4. Accident Review
5. Training and Education
6. Other business
7. Next inspection
8. Next meeting

Fig. 2 Agenda as prepared following the inspection

4. RESPONSE TO HAZARDS

4.1 Maintenance Problems

Where there is a defective condition, the supervisor should be notified. If not corrected in reasonable time, the problem should be referred to the co-chairman.

Maintenance and housekeeping defects should not necessarily be taken to committee meetings. It would be wrong to wait for a committee meeting before anything is repaired or tidied up. These matters should be referred immediately to the supervisor — by **anyone**, not just committee members.

If there is unreasonable delay by the supervisor in correcting these matters, this is itself a different problem, and one that should be brought to the attention of the co-chairman for discussion at the next meeting (see para 4.3).

4.2 Unsafe Work Habits

A member who sees an unsafe work habit should point out what is wrong. Supervisors should always support such action and back up the committee members.

Few problems can be more damaging to relations between committee members and other workers than unsafe work habits and the breaking of safety rules. What if a committee member ignores unsafe work habits? The whole health and safety program loses credibility! Yet if the member says anything to the worker, it can start a quarrel. And if the member goes to the supervisor instead, he simply becomes a “squealer”.

There is only one acceptable way to resolve this situation. Management should establish a firm policy that committee members are expected to point out unsafe work practices to the worker concerned, safety is too important to permit any worker to cause dangers of any kind, and supervisors will fully support every committee member in the observance of safety rules and safe work practices. Every person on the site should be clearly informed of this policy.

Until such a policy has been made fully effective, committee members may be hesitant to discuss unsafe practices with the workers concerned. On these occasions the member should **take the problem directly to the co-chairman**, who will decide whether to see the worker, the supervisor, the manager, or bring the matter up at the next meeting.

4.3 Difficult to Solve Hazards

Health or safety problems that have no standard solution but may require entirely new equipment, new procedures, or changes in design, should be referred to the co-chairman for action.

It has just been pointed out that many health and safety concerns consist of defects in maintenance, and departure from agreed safe procedures. These should be reported immediately and need not involve the health and safety committee.

What concerns **do** require recommendations and follow-up through the committee procedure? The answer is, any concern that has no established corrective action, or where a request for corrective action brings no results, for example:

- a) Recognition of a hazard which has not been accepted as requiring a specific corrective action, or whose correction may exceed the authority of the supervisor. Examples include:
 - a mezzanine floor with no perimeter rail, not previously thought of as hazardous;
 - excessive welding fumes tolerated in the past but now being complained about;
 - suggestion to provide lock-out system for breaker boxes instead of the existing practice of just pulling the fuse.
- b) Failure of workers to adopt safe procedures. Resolving this concern may require toolbox meetings, training, improved equipment or organization, disciplinary action, etc., depending on the real cause of the problem.
- c) Maintenance not being carried out when reported. Corrective action may involve the maintenance work-order system, availability of maintenance staff, supervision of maintenance priorities, or whatever seems to be the real problem in getting maintenance work done.
- d) Recurrence of a housekeeping defect. The real problem could be lack of proper storage facilities, poor methods of performing the job concerned, problems with the attitude of those concerned, etc. Only when the real problem has been identified can the committee recommend some action.

5. CONDUCT OF MEETINGS

5.1 Preparation

The co-chairman should ensure that every member receives an agenda prior to the day of the meeting, that the best possible room is made available, and that each member has arranged to attend.

Agendas for meetings are essential to the success of the committee, and provide the following assurances:

- a) members know the time and place of meeting
- b) every item the committee considers serious will receive attention
- c) business will not be sidetracked into maintenance problems or non-safety matters, at least until all pre-selected concerns have been dealt with
- d) everyone receiving the agenda ahead of the meeting has a chance to study the more difficult problems that will need attention.

To ensure business is conducted effectively, the meeting should be free from intrusions and excessive noise. Members should be seated. The secretary, chairman, and if possible all other members, should have a table.

Copies of the previous minutes and all accident reports should be provided for each member wherever practical.

The only other requirement to make effective business possible is good attendance. Anyone who wants to can usually find an emergency that will prevent attendance, and anyone who is determined to attend can usually arrange that nothing will interfere. Unless a meeting is held outside the member's working hours, failure to attend is almost always a personal choice, however well disguised as "unavoidable". If a member stays away because of a feeling the committee is unsuccessful, such action will only aggravate the failure. The best solution is for the member to increase his participation in committee activities, and get to grips with the real reasons for its lack of success. A less desirable solution is to replace members who do not participate.

5.2 Minutes

The minutes should be entered on a form, item by item, as the meeting progresses. It is a mistake to take notes and prepare the minutes after the meeting.

A great deal of discipline is required in order to deal with each safety concern effectively, and to keep a firm grip on following the progress of items from meeting to meeting. The most effective way to achieve this discipline is to enter every item in the minutes as it arises. In writing down each concern, the secretary must have a clear statement of each problem from the co-chairman. This ensures all members recognize what is being discussed. In the same way, because the recommended action must be written down, all members clearly understand what they are recommending.

Throughout all meetings, assign a different number to every concern. It saves time and confusion. If there are eight concerns discussed at the first meeting, new business at the next meeting should start with number nine.

The completed minutes should have copies circulated to members, manager, and site noticeboard. To ensure progress can be clearly followed by the work force, the minutes of at least two consecutive meetings should remain posted.

5.3

Review Of Previous Business

List concerns resolved and concerns in progress without feeling it is necessary to take minutes of their discussion. For each recommendation past target date, carefully re-examine the problem, and discuss the recommended action and target date. Enter these in the minutes. Do the same with each recommendation where the action was completed, but did not completely solve the original concern.

From the previous minutes, check off all items where the original concern has been resolved, and show them as items complete on the current minutes. Then check off items where target date still lies in the future, listing them as "in progress". These usually cause some discussion, but it is not often necessary to cover this in the minutes (see fig. 3).

This leaves items that failed to receive action. It also leaves items that did receive action, but the action did not solve the original concern — a situation that occurs frequently with difficult health and safety problems where the real nature of the problem cannot initially be proven without some testing or where none of the suggested solutions can be proven successful until tried.

JOINT WORK SITE HEALTH AND SAFETY COMMITTEE

MINUTES OF MEETING DATED April 11, 19 79

(SEE INSTRUCTIONS ON BACK)

EMPLOYER <u>Brittle Bros. Castings</u>	MEMBERS	E	W	PRESENT	ABSENT
MAILING ADDRESS <u>P.O. Box 2, Stn. P</u>	<u>P. Routworthy</u>	✓		✓	
<u>Edmonton T5M 3X5</u>	CO-CHAIRMAN				
	<u>Ed Locknacio</u>		✓	✓	
	CO-CHAIRMAN				
SITE LOCATION <u>18328 Short Crescent</u>	<u>C. Tucklor</u>		✓	✓	
<u>Edmonton</u>	<u>H. Sokoliewicz</u>		✓	✓	
SITE CODE Z Z Z	<u>A. Siebwurst</u>	✓		✓	
NUMBER OF WORKERS AT SITE <u>39</u>					

CONCERNS COMPLETED 16 - 35 - 37 - 38 - 40 - 41 - 43 - 44
In progress 21-39

NO.	ORIGIN	CONCERN	RECOMMENDATION	ACTION BY	TARGET DATE
36	W	Catwalk guard rail repairs	New target date	A.S.	April 12/79
42	W	Some lifting hooks in poor condition.	Fabricate in shop instead of ordering new ones	A.S.	April 25/79
		NEW CONCERNS			
45	W	#3 Lift truck — solid tires don't grip in yard	Switch with #2 truck from foundry	P.A.H.	April 12/79
46	W	No guard on fanbelts north end of shaker	Install guard	A.S.	April 25/79
47	E	Machine shop crew grinding without eye protection	Provide faceshield on hook at machine	A.S.	April 14/79
48	E	Shaker area — nobody wearing earplugs	Foreman to report on problem at next meeting	T.G.	May 9/79
		ACCIDENT REVIEW			
		Peter Smith — March 29th			
49		No procedures for ladle operator	Prepare written operating procedures	Foreman	May 9/79
50		Ladle not balancing properly	Investigate better swivel mounts	A.S.	April 18/79

OTHER BUSINESS / CONCERNS RESOLVED BETWEEN MEETINGS _____

Fig. 3 Minutes

In both these cases, enter each item in the minutes with its original number, and then restate the problem after careful re-examination. Quite often a recommended action is not carried out because the real problem was not properly identified. Where the problem is unchanged, and the recommended action was never carried out, the committee must decide whether to assign a new target date, or whether to refer the concern to Alberta Occupational Health and Safety for assistance. On the other hand, where the problem after review appears different, a different recommended solution is probably required. Where there is a new recommendation, assign a new target date.

The assistance of Alberta Occupational Health and Safety should only be sought when every reasonable effort has been made to resolve the problem at the committee level. If absolutely no progress can be made, contact the Division.

It is not easy during the meeting for a secretary to keep track of every item from the previous minutes. The co-chairman should see that every old item has been checked off before proceeding to new business.

5.4 New Concerns

Ensure each new concern is a valid health or safety matter. Take care that the problem is properly identified. Ensure the recommendation is a specific action capable of completion within a definite time. Assign a realistic target date.

- 5.4.1 Validating the concern. A concern should not receive action unless it is a valid health or safety problem. Other matters, such as labour-management relations, should be dealt with by other means, not the health and safety committee. Occasionally a concern may be raised that is both a labour relations matter and a safety matter. Give the labour relations channel a chance to solve the problem first. If that fails to produce a solution, the committee may then discuss the matter. Their task is to judge whether there is in fact a hazard, but not to recommend corrective steps. That is still for the labour relations channel to decide.

- 5.4.2 The problem. Be careful of concerns expressed as a "need", such as "guardrail needed on hopper platform." Until you find out why the item is needed, the real problem may be hidden. Ask what the danger is. Ask what is wrong with leaving things as they are. In the example of the guardrail, you might find there is no danger

because nobody goes up there. Or you might find that, better than a guardrail, put remote control on the hopper gates so that the platform is not needed. Unless the committee questions every "need" before it is discussed, the result can be argument, bad decisions, and lack of action.

- 5.4.3 The discussion. It is up to the co-chairman to control the discussion. Common problems are:

- a) Nobody speaks. The co-chairman should always have his own idea for a solution. If nobody has any suggestions, the co-chairman's suggestion usually gets things going.
- b) Everybody tries to speak. The co-chairman should have a sheet of paper, and note briefly every new idea that members offer to solve the concern. He should try to hold back discussion of any one idea until every member has made his suggestion. Working down the list of ideas, the co-chairman should then have each one discussed in turn. The most popular solution should be accepted unless there is a member in strong disagreement.
- c) There is strong disagreement. Usually this occurs because a member does not agree there is any real hazard involved. In this case, check with the regulations book — it may provide the answer. If disagreement remains, compromise by making a recommendation that will partially solve the problem or provide a better understanding of it.

The other common reason for strong disagreement is personal involvement of one particular member.
- d) Personal involvement. If a member happens to be the supervisor of an area where a concern has arisen, he often feels strong motivation to prove he knows the answer. The strong response by maintenance men to maintenance problems, and by superintendents to production problems, gives the impression they are dominating the meeting. Members seeing this problem in others should recognize it as natural, and not feel offended or unable to express their own ideas. (Members should watch for this problem in themselves and recognize the wisdom of letting others speak first.)

5.4.4 The recommendation. It is important that every recommendation be a specific action, and that it be performed by a company employee, not an outsider.

Failure to state an action causes three general problems. For example, "Loaders must ensure pallets are stacked safely" is a typically poor recommendation. First, it is incapable of follow-up: who can ever say whether it is completed or not? Secondly, it has all the characteristics of a supervisor's authority to direct workers, thereby implying the supervisor himself can forget the problem because the committee is the new boss. Thirdly, it does nothing to solve the problem. Both valid and useful would be either a toolbox meeting to discuss stacking problems, or a written job procedure being prepared.

Failure to limit the action to company employees makes follow-up difficult. If a lift truck problem seems to require dual wheels, action should be "order dual wheels". Only maintenance and purchasing staff are involved. To recommend "install dual wheels" would be a mistake. Action is then in the hands of the manufacturer and common carrier. How can there be a target date? Who is accountable if the action fails to take place?

Finally, remember many problems cannot be solved without experiment. Trying to obtain longer trailers or remove bumps in the yard may solve the lift truck's instability better than dual wheels. Recommendations for partial solutions, temporary solutions, studies and reports are all valid. They can be followed up with further action when more is known.

5.4.5 The target date. No recommended action can be followed up unless a target date is set for completion. Without a target date, lack of action can mean the item is always "in progress".

- a) If nobody at the meeting knows how long the action should take, estimate what date might be reasonable. It may turn out to be unrealistic, but in any event the actual date will be determined by those in charge of the work, so use your own estimate as the target date.
- b) If it seems impossible to attach any target date at all, it is usually because the recommendation contains no specific action. In such cases the recommendation itself should be changed to include an action.

- c) Sometimes the corrective action is extremely urgent, but arguments arise as to the practical difficulties or expense of an early target date. Expense, being entirely a matter for management, should not affect the recommended target date. Practical difficulties have to be allowed for, and the target date must be one that is attainable in practice. Where the earliest attainable date fails to remove the danger soon enough, the committee should add a temporary solution, such as roping-off the danger area. There would then be two recommendations and two different target dates.

5.5 Accident Review

Concerns arising from review of accidents can each be treated as an additional item under "New Concerns".

5.6 Training and Education

A program of tool box meetings, job-procedure training, and job education has a major beneficial effect on work habits. The committee should make every effort to establish and maintain such a program.

The first requirement for training and education is allocating time. The first way of using such time is simply for workers and supervisor to discuss any work-related problem. This is the "tool box talk". The committee should promote allocation of the necessary ten minutes or so to every crew two or three times a month. Each supervisor should make a daily note of any work habit or equipment problem that catches his attention, and make one of these the opening subject of his next tool box meeting.

The second way of using time should be for the development of written job procedures. The steps required to start each job, run each job, and deal with emergencies on each job, should be written in the form of three separate procedures for every important or difficult job. Each step should have a parallel comment drawing attention to any danger that may occur during that step. Time is required for operators and supervisor to meet and finalize the wording of these procedures. Further guidance is available from Alberta Occupational Health and Safety.

Thirdly, time is needed for supervisors to train new employees with the help of written procedures where possible.

Finally, time is needed for job education — an hour or so for operators and supervisors to learn, with the help of outsiders, new facts concerning the jobs they perform. Meetings can be arranged using such resource people as mobile equipment dealers, wire-rope or grinding wheel salesmen, Occupational Health and Safety staff, and so on. Films and slide programs can be borrowed. Employees can attend training courses, at the work site or in training institutions.

6. SPECIAL PROBLEMS

6.1 Safety Rules

Committees should accept responsibility for recommending establishment of safety rules and safety practices.

Many employers look to the joint work site health and safety committee to develop safety rules, and many committees look to the employer to implement them. Therefore a good understanding is required of how to make safety rules effective.

In recommending safety rules, use the following guidelines:

- a) Establish a few written rules and a larger number of "safe work practices".
- b) Written rules must be enforced, and therefore can deal only with matters so serious that termination of employment may be involved.
- c) "Safe work practices" can cover less serious matters, and should be encouraged by methods that do not include disciplinary penalties.
- d) A written rule can seldom be introduced on short notice. Every rule should be willingly obeyed, and therefore it needs to be acceptable to the work force. Begin by making it a "safe work practice", and recommend supervisors and committee members pay special attention to promoting it. As soon as every senior worker has at least a grudging acceptance that the procedure makes sense, it can be made into a written safety rule, and enforced. (Acceptance by certain individuals may need a mixture of tough talk and persuasion, from as many different people as possible, before they will concede there "may be something in it".)
- e) Rules that are not enforced should be cancelled. They may be more appropriate under "safe work practices". If they need to be re-instituted as rules, carry out the preparation described in the previous paragraph.

6.2 Attitudes

Poor work attitudes are often responsible for the unsafe act — the cause of the majority of industrial accidents. A person's work attitudes are greatly influenced by his environment and as such they can be changed.

Committees should consider the following factors when dealing with this problem.

- a) Ignorance. Workers may not know enough about the job. Train and orientate all workers, especially young workers, to the hazards of the job.
- b) Lack of standards. Everybody is using his own idea of how to perform each task. Establish job procedures, safety rules, safe work practices.
- c) Lack of understanding. Some workers may not know they are expected to follow the set procedures. Promote communication so that standards are understood — especially through tool box meetings and performance reviews with new workers by supervisors.
- d) Lack of acceptability. The standard procedure may be badly designed, and therefore not followed. Supervisors may be setting one standard for workers, and a lower one for themselves. Ensure standards are realistic. Ensure standards are the same for everybody and everything: not just safe workers, but tidy work areas, clean premises, painted storage areas, good lighting, well-maintained equipment, proper tools, and quality product. Ensure that observance of standards is insisted on.
- e) Lack of enforcement. Although this is usually the last reason for poor attitudes, it is sometimes necessary to impose a disciplinary penalty.

Inattention is another problem, caused by demands upon the mind. These may be part of a person's domestic life, or they may be distractions at work such as arguments, confusing instructions, concern about working hours, wages, etc. Inattention will become worse if there is fatigue, boredom.

The committee's prime interest in solving hazards created by inattention lies in the methods of defence: warnings, alarms, fail-safe switch circuits, guards, etc. For example, hazardous steps and overhangs can be brightly painted, horns installed on overhead cranes, and hands protected by using machinery that only turns when both hands are on the switches.

NORTHWEST REGION

3rd floor, 10320 - 99 Street
Grande Prairie, Alberta
T8V 6J4

Phone 538-5249

NORTH CENTRAL REGION

9321 - 48 Street
Edmonton, Alberta
T6B 2R4

Phone 422-6608

EDMONTON REGION

9321 - 48 Street
Edmonton, Alberta
T6B 2R4

Phone 427-8848

CENTRAL REGION

6th Floor, 4920 - 51 Street
Red Deer, Alberta
T4N 5Y5

Phone 340-5170

CALGARY REGION

1021 - 10 Avenue S.W.
Calgary, Alberta
T2R 0B7

Phone 297-2222

SOUTHERN REGION

3rd floor, 200 - 5 Avenue S.
Lethbridge, Alberta
T1J 4C7

Phone 381-5522

N.L.C. - B.N.C.



3 3286 09426547 3